



AUG 29 2025

OPERATIONS MEMORANDUM ORDER
No. 007-2025

TO : All Port Management Offices (PMOs)

SUBJECT : **Mandatory Port Terminal Management Operator (PTMO) / Cargo Handling Operator (CHO) Endorsement for Ancillary Service Providers**

I. Background

In line with the Philippine Ports Authority's (PPA) mandate to uphold safe, secure, and efficient port operations, and in recognition of recurring issues involving non-compliance of certain Ancillary Service Providers (ASPs) with port-specific Health, Safety, Security, and Environmental (HSSE) standards, this Order institutionalizes the requirement for a written endorsement from the concerned PTMO or CHO, whichever is applicable, as a prerequisite for ASP accreditation and/or permit-to-operate.

This initiative ensures that all ASP activities within PPA ports are aligned with PPA's rules, regulations, and operating procedures, thereby upholding responsive, reliable, and efficient port services.

II. Policy Statement

No application for accreditation or renewal of Accreditation and/or Permit to Operate (PTO) of any ASP shall be accepted or processed by any PMO unless accompanied by a written endorsement issued by the concerned PTMO/CHO.

III. Objectives

1. To ensure that ASPs are aligned with the HSSE and operational requirements of the terminal where they intend to operate.
2. To facilitate integrated planning and coordination between ASPs and PTMOs/CHOs in support of berth management, dispatch scheduling, and terminal efficiency.
3. To enhance financial transparency and auditability in ASP-related transactions.
4. To strengthen regulatory oversight and provide an objective mechanism for flagging non-compliant service providers.

IV. Guidelines for Implementation

1. Submission Requirement

All new and renewal applications for ASP Accreditation or PTO must include a PTMO/CHO-issued endorsement certifying that the applicant is compliant with

the terminal's HSSE protocols, operational coordination requirements, and other site-specific standards.

2. Endorsement Format

PTMO/CHO endorsements shall be signed by the PTMO/CHO's authorized representative and submitted on official letterhead. The endorsement must identify the ASP by name, nature of service, and scope of intended operation.

Only PTMO/CHO endorsements issued during the effectivity of the PTMC/HOA shall be recognized.

3. PMO Verification

PMOs shall verify the authenticity of the PTMO/CHO endorsement before processing the ASP's application.

4. Non-Compliance

Applications received without the required PTMO/CHO endorsement shall be considered incomplete and shall not be processed.

V. Effectivity

This Memorandum shall take effect immediately and shall remain in force unless otherwise amended or revoked.

For strict compliance.


MARK JON S. PALOMAR
Assistant General Manager for Operations

[Insert Official Letterhead of the Port Terminal Management Operator]

**PORT TERMINAL MANAGEMENT OPERATOR (PTMO)
ENDORSEMENT LETTER**

[Date]

[Name of Addressee]

[Position/Designation]

[Office/Department]

[Contact Information]

[Address]

Subject: Endorsement of [Name of Ancillary Service Provider] for Authority to Operate as Ancillary Service Provider (ASP)

Dear [Addressee's Name/Title],

In line with the provisions of **Operations Memorandum Order No. 007-2025**, entitled "*Mandatory PTMO Endorsement for ASP*," and pursuant to the policies of the Philippine Ports Authority (PPA) on ancillary services, we respectfully endorse **[Full Registered Business Name of the Ancillary Service Provider]** for authority to operate within the jurisdiction of **[Name of Port]**.

The particulars of the applicant are as follows:

- **Name of ASP:** [Full Registered Business Name]
- **Nature of Service:** [e.g., Arrastre, Stevedoring, Cargo Trucking, Equipment Leasing, Bunkering, Ship Chandler, etc.]
- **Scope of Intended Operation:** [e.g., "provision of trucking services for inbound and outbound cargo within the port," or "rental of cargo handling equipment for vessel and yard operations," etc.]

For your evaluation and appropriate action, enclosed herewith are the application documents of the above-mentioned ASP along with the following supporting documents:

1. [List of document 1]
 2. [List of document 2]
 3. [List of document 3]
- [Add as necessary]

We trust that the foregoing complies with the documentary requirements and respectfully submit this endorsement for your favorable evaluation and action.

Sincerely,

[Signature over Printed Name]

[Name of Authorized Representative]

[Position/Designation]

[Company]